

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1877

TITLE: SYSTEMS PROGRAMMER III

GRADE: S-31

DEFINITION:

Under general supervision, manages, plans, and supervises the work of a systems programming unit of at least two or more programmers; researches and analyzes the most complex operating systems; personally manages complex projects that include integration of several products and/or that can impact County IT users; and supervises; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Systems Programmer III class is distinguished from Systems Programmer II in that Systems Programmer III positions have full management and supervisory responsibility for a systems programming unit whereas Systems Programmer II positions have lead responsibility or responsibility for the systems programming projects requiring the most expertise and experience.

ILLUSTRATIVE DUTIES:

Plans, organizes, coordinates, assigns, and evaluates the work of lower level systems programmers;
Provides work counseling as needed;
Defines staff training needs and provides training and guidance to staff;
Participates in the hiring of new employees;
Prepares annual training plans for staff;
Performs all necessary personnel, software, and hardware planning functions to implement and maintain executive computer systems;
Monitors the operating environment to ensure sufficient computer resources are available to supply satisfactory and sufficient services;
Monitors and revises enhancements, modifications, and operational needs of system software to ensure they meet user needs and requirements;
Allocates an appropriate mix of systems programmers to data processing projects and maintenance of assigned systems;
Establishes task priorities and ensures that systems are enhanced and maintained within appropriate time constraints;
Develops and maintains system related standards and procedures;
Provides status reports to management on assigned projects;
Serves as project leader for the most complex projects;
Develops work plans for new systems, enhancements, and modifications;
Serves as problem and change coordinator;
Tracks changes and identifies changes that result in problems;
Analyzes trends and evaluates attainment of change management objectives, assures changes are made according to established procedures;
Researches, evaluates, and introduces new technology to staff;
Promotes the use of new software, software techniques, and hardware;
Assures compliance with established standards;

Participates in capacity planning and long-range planning to enhance the County's automated systems;
Provides technical support for other development and maintenance programmers and analysts;
Provides Level 3 assistance to users;
Participates in budget preparation;
Provides assistance to other staff as needed;
Provides guidance, assistance, and training to less experienced workers.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the appropriate mainframe computer operating systems;
Thorough knowledge of programming principles;
Thorough knowledge of multi-platform program languages;
Thorough knowledge of the operating system software of an electronic data processing system;
Considerable knowledge of the capabilities, operating requirements, and unique characteristics of the system hardware;
Considerable knowledge of block diagraming, flow charting, and procedural report writing;
Knowledge of effective supervisory methods and techniques;
Knowledge of planning methods and techniques;
Ability to research, develop, design, implement, and maintain complex operating systems;
Ability to diagnose systems problems and to provide clear, understandable solutions;
Ability to plan, organize, coordinate, assign, and evaluate the work of less experienced employees;
Ability to define staff training needs and to provide guidance and training to less experienced staff;
Ability to efficiently monitor program development and thoroughly document necessary system modifications and enhancements;
Ability to establish and maintain effective business relationships;
Ability to prepare clear, structured programs of a highly complex nature for efficient machine utilization;
Ability to write comprehensible user system documentation;
Ability to communicate with users and translate technical matters into understandable terms;

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Possession of an associate's degree in computer science or related field; PLUS
Five years' systems programming experience; OR
Possession of a bachelor's degree in computer science or closely related field; PLUS
Three years' systems programming experience in a complex information systems environment.

CERTIFICATES AND LICENSES REQUIRED

None.

ESTABLISHED: May 24, 1999